

# INCIDENT AND FATALITY FRAMEWORK

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# PURPOSE OF THE FRAMEWORK

This framework is designed to provide guidance to event organisers, clubs and Commissaires on the procedures to follow if a participant associated with AusCycling sanctioned event becomes injured or if a fatality occurs. Each situation that arises will be different and medical or police direction and current local legislation advice may override this framework.

This plan extends to riders, workforce (officials, volunteers, paid staff, or contractors), sponsors and the media.

## **CONTACT GROUP**

The key contacts for an event organiser are:

- Police
- Local Paramedics
- Medical Provider
- President of the Commissaire Panel (PCP)
- Race Director
- State/Territory Workcover Reporting Line
- Local Government or Landowner (if applicable)



# SERIOUS INJURY AND/OR FATALITY

## IMMEDIATE PROTOCOLS

If an incident occurs within a race the following steps should be implemented immediately:

1. The person closest to the incident (member of the workforce or Commissaire) uses their radio or phone to announce location and nature of incident to all key personnel (PCP, Race Director and Police: as applicable to the discipline and size of event).
2. The person making the announcement ensures that the Medical Provider\* has acknowledged the call.
- 3.3. In the case of what may be a serious incident and seeks support (e.g. crowd / traffic control), the closest event personnel (Commissaire or event staff) should:
  - a. Take charge of the scene while awaiting medical assistance
  - b. Call 000 if it is clear that the incident is critical.
  - c. Ensure the scene is made safe (e.g., direct traffic, and that no public are allowed into the area).
  - d. Ensure other riders in the race are not in danger at this location and do not cause danger to personnel at the scene.
  - e. Ensure the scene is not disturbed (e.g., no cars / bicycles moved, unless unsafe).
  - f. Ask witnesses "What happened?"
  - g. Take note of times, who contacted, who you gave what duties to, witness details & what they saw.
4. The Medical Provider attends to the patient and assess condition.
5. If the Medical Provider deems the rider unable to continue they should be removed from the event and the President of the Commissaire Panel ('PCP') should be notified.\*\*
6. If the rider is fit to continue and chooses to continue, the Medical Provider must advise the PCP and Race Director (or delegates) via radio.
7. If the rider is deemed unfit to continue or chooses not to continue, the Medical Provider advises the PCP and Race Director (or delegates) via radio.
8. If the rider requires critical treatment (ambulance or hospitalisation) refer procedure 2.2.



9. The workforce members complete an Incident Report Form and submit to the PCP at the completion of the day. The medical provider should be asked to complete the Incident Report Form or provide a copy of their own report (the ability to do this will vary between providers).
10. The Incident Report form is provided to AusCycling.

\* A Medical Provider is defined as the onsite first responder for the event. Depending on the nature (size, discipline, location) the level of qualifications and scope may vary.

\*\*Resource: [AusCycling Concussion Policy](#)

### **SERIOUS INCIDENT WITH EXTERNAL MEDICAL SUPPORT REQUIRED**

If the Medical Provider determines that the patient requires hospitalisation or ambulance, the following protocols should be undertaken immediately:

1. If immediately onsite the Medical Provider to call 000. If not immediately at the incident site the first event official onsite to call 000.
2. Make the scene as safe as possible with the resources available. Considerations are to include:
  - a. Safety of those attending the scene
  - b. Safety of the injured rider
  - c. Safety of the general public and /or other participants
3. PCP, in consultation with the Race Director is to determine if the event needs to be paused until the scene is cleared. Follow the AusCycling cancellation guidelines when considering if the event should continue.



4. In the event of a serious incident the organiser has a duty of care to limit access to the scene to protect other volunteers, participants and members of the public from any unnecessary trauma. This should include ensuring that all non-essential individuals are kept away from the individual – this may include having shade cloth to protect the privacy of the rider.

5. In the case where the Police are in attendance or attend the scene they may take responsibility of the scene.

If the medical provider determines the situation is non-life threatening, proceed to **Hospital Transport Required**

If the medical provider determines the situation is life-threatening or has confirmed a fatality proceed to **Confirmed Fatality Pre-Transportation**

Resource: [AusCycling Emergency and Critical Incident Template](#)

## **AMBULANCE TRANSPORTATION CONSIDERATION**

While a patient may initially present to the event medical provider, the decision may be made to take the patient to a hospital. This decision will be the responsibility of the appointed medical provider.

The ambulance service will be responsible for transport of all patients (unless otherwise designated by the State/ Territory ambulance service) for serious illness or injuries. For some non-emergency situations, it may be appropriate for the individual to be transported by private vehicle.



## HOSPITAL TRANSPORT REQUIRED

1. The ambulance transports the patient to hospital. The medical provider is to ensure that the ambulance has contact details of the Race Director (or nominee) to provide to the hospital.
2. The Medical Provider contacts the Race Director (or nominee) to advise that transportation has been facilitated.
3. PCP/Race Director (or nominees) to ensure all volunteers who attended the scene can continue in their roles. If the role is deemed necessary and they can't continue and aren't able to be replaced, the PCP and event organiser must ensure that the event can continue in a safe manner.
4. The Medical Provider returns to their original location.
5. The event organiser is responsible for ensuring any equipment left by the rider is accounted for and returned to the rider.
6. The event organiser is responsible for contacting the rider's emergency contact and confirming where the riders has been transported to. In the case that the emergency contact is not available or cannot attend immediately the event organiser should assign one person to remain with the rider.





## CONFIRMED FATALITY PRE-TRANSPORTATION

If the patient is declared deceased by paramedics prior to transport, the following protocols should be undertaken:

1. The event must be cancelled. If there are further days of competition this should be considered further with AusCycling and key authorities (police, sponsors, road authorities).
2. The Paramedics notify local Police via normal non-event protocols.
3. Event Medical to advise the event organiser and PCP.
4. The event organiser should contact the State/Territory Worksafe agency who will determine whether the incident is a reportable under Worksafe legislation.

State/Territory Contacts:  
WorkSafe ACT - 13 22 81  
SafeWork NSW - 13 10 50  
NT WorkSafe - 1800 019 115  
Work Safe Health & Safety Queensland - 1300 362 128  
SafeWork SA - 1300 365 255  
WorkSafe Tasmania - 1300 366 322  
Work Cover WA - 1300 794 744  
WorkSafe Victoria - 1300 852 562

5. The event organiser to contact the Local Government or Landowner (if applicable)
6. The Paramedics/ event medical to remain with the patient until the arrival of Police but may be called away to attend to and transport other patients during this time.





7. The Police will begin an investigation into the incident and notify the Coroner's Office in accordance with the State/ Territory legislative requirements. Police will arrange the collection and transportation of the deceased. The following should be noted:
- a. Investigations may include the requirement to make any individual involved in the event to be available.
  - b. Scene Preservation.
  - c. Evidence gathering including site visit, bicycle/vehicle location, debris, witnesses, mobile phone footage, CCTV/course broadcaster footage and documentation.

Resource: [Incident & Fatality Scene Preservation Guide](#)

### **Fatality Pre-Transportation – Contacting Nominated Emergency Contact**

If the patient is declared deceased prior to transportation, Police are required to notify the patient's stated emergency contact.

1. Police contacts the Race Director to advise the fatality and request emergency contact details of the patient.
2. Race Director to obtain the relevant contact.
3. Race Director issues the contact details to Police.
4. Police arrange notification of the fatality to the nominated emergency contact.
5. Race Director assists Police in facilitating any transportation arrangements of the nominated emergency contact.
6. Race Director notifies AusCycling as per the following procedure:
  - a. Race Director to call the AusCycling Incident Support Contact Number – 03 9917 5608
  - b. Race Director will be asked to enter a return contact number.  
**Please ensure the number entered is not blocked/set to private.**
  - c. A message will be sent to an AusCycling representative who will return the call on the nominated number.
  - d. An AusCycling Critical Incident Team will be convened.



## CONFIRMED FATALITY AT HOSPITAL

If the patient is declared deceased at the destination hospital the following protocols should be undertaken.

1. Hospital representative advises Police and next of kin via normal non-event protocols.
2. Police or next of kin to contact Race Director (should they choose) (whose details have been previously supplied – refer steps in 2.4).
3. Police will begin investigation into the incident and will notify the State/Territory Coroner's Office in accordance with the requirements of State/Territory legislation. Police will arrange collection and transportation of the deceased to the State/ Territory Coroner's Office. The following should be noted:
  - a. Investigations may include the requirement to make any individual involved in the event to be available.
  - b. Scene Preservation.
  - c. Evidence gathering including site visit, bicycle/vehicle location, debris, witnesses, mobile phone footage, CCTV/course broadcaster footage and documentation.
4. The event organiser to contact the Local Government or Landowner (if applicable)

Resource: [Incident & Fatality Scene Preservation Guide](#)



## Confirmed Fatality at Hospital – Contacting Nominated Emergency Contact

If the patient is declared deceased at the hospital, the Police will be required to notify the patient's stated emergency contact (unless the next of kin is onsite). If next of kin is not onsite, the following process should be followed:

1. Police and Race Director liaise regarding the emergency contact details of the patient.
2. Race Director obtains the relevant contact details.
3. Hospital arranges notification of the fatality to the nominated emergency contact.
4. Race Director assists Police in facilitating any transportation arrangements of the nominated emergency contact.
5. Race Director notifies AusCycling as per the following procedure:
  - a. Race Director to call the AusCycling Critical Incident Number – 03 9917 5608
  - b. Race Director will be asked to enter a return contact number.  
**Please ensure the number entered is not blocked/set to private.**
  - c. A message will be sent to an AusCycling representative who will return the call on the nominated number.
  - d. An AusCycling Critical Incident Team will be convened.



# ACTIONS FOLLOWING THE EVENT



If the patient is declared deceased AusCycling will meet with the event organiser and police to establish the facts of the incident and prepare a Media Statement.

The Event organiser will assist AusCycling with gathering as much information as possible about the incident, including witness reports to assist with any impacts of the event and enable AusCycling to provide continuous improvements.

### **ACTIONS IN THE DAYS FOLLOWING THE EVENT**

AusCycling and the event organiser will work collaboratively with the family/next of kin as appropriate/requested and can assist in any of the following areas:

1. Be on hand to provide welfare support to next of kin.
2. Be on hand to provide support to other riders or event workforce members.
3. Assist where necessary, with the arrangements for the body once released by Coroner.
4. Provide practical help with the return of any effects belonging to the deceased.
5. Assist with travel and accommodation needs.
6. Provide support with the AusCycling insurance claim.



## ACTIONS IN THE DAYS FOLLOWING THE EVENT

After the event the following administration arrangements should be carried out:

1. Ensure that no name is included in any post event mail shots (e.g. results, photographs).
2. Liaise with the official photographers to ensure that pictures of the deceased are not made available to the papers, or on the website and that they are forwarded to AusCycling if the family request the picture.
3. Any pictures that may be used for evidentiary purposes are forwarded to the investigating police.

Resource: [Event Photographer Agreement Template](#)

## HANDLING THE PRESS

Under no circumstances should anyone associated with the event release details of the circumstances of the incident, the name or event number of the deceased. AusCycling will not comment on the situation until such time as the next of kin or Police or the Coroner has released the relevant confirmation.

It may well be that the next of kin do not wish for the details of the deceased to be released to the press for a period, so that all relatives can be informed via direct family. The organisers will always respect this wish but should advise that Police have primacy in this matter.

Depending on the exact circumstances a statement may be released to the media by AusCycling once authorised to do so.

**Note: It is essential that everyone follows the above procedures.**

